

SECRET

(When Filled In)

<b>02 FITNESS REPORT</b>			<b>EMPLOYEE SERIAL NUMBER</b>																								
<b>SECTION A</b> 1. NAME <i>(First, Middle, Last)</i> 2. OFFICIAL POSITION/TITLE <i>Cops Officer</i> 3. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> 4. SPECIAL POSITION 5. DATE REPORT DUE IN O.P. <i>28 February 1963</i>			6. DAY OF BIRTH <i>3. 08</i> <i>(12 Apr 1919)</i> 7. SEX <i>M</i> 8. GRADE <i>GS-12</i> 9. OFF/DIV/BR OF ASSIGNMENT <i>WH/III</i> 10. CURRENT STATION <i>Mexico City</i> 11. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE 12. REPORTING PERIOD <i>1 Jan 1962 - 31 Dec 1962</i>																								
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b> W - <b>Weak</b> : Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - <b>Adequate</b> : Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - <b>Proficient</b> : Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - <b>Strong</b> : Performance is characterized by exceptional proficiency. O - <b>Outstanding</b> : Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.																											
<b>SPECIFIC DUTIES</b> <p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p> <table border="1"> <tr> <td>SPECIFIC DUTY NO. 1</td> <td>RATING LETTER</td> </tr> <tr> <td><i>Staff Agent responsible for KUBARK interests in supervision of a complex technical operation.</i></td> <td><i>S</i></td> </tr> <tr> <td>SPECIFIC DUTY NO. 2</td> <td>RATING LETTER</td> </tr> <tr> <td><i>Supervision of ten (Mexican) agents.</i></td> <td><i>P</i></td> </tr> <tr> <td>SPECIFIC DUTY NO. 3</td> <td>RATING LETTER</td> </tr> <tr> <td><i>Maintenance of technical equipment.</i></td> <td><i>S</i></td> </tr> <tr> <td>SPECIFIC DUTY NO. 4</td> <td>RATING LETTER</td> </tr> <tr> <td><i>(Blank)</i></td> <td><i>(Blank)</i></td> </tr> <tr> <td>SPECIFIC DUTY NO. 5</td> <td>RATING LETTER</td> </tr> <tr> <td><i>(Blank)</i></td> <td><i>(Blank)</i></td> </tr> <tr> <td>SPECIFIC DUTY NO. 6</td> <td>RATING LETTER</td> </tr> <tr> <td><i>(Blank)</i></td> <td><i>(Blank)</i></td> </tr> </table>				SPECIFIC DUTY NO. 1	RATING LETTER	<i>Staff Agent responsible for KUBARK interests in supervision of a complex technical operation.</i>	<i>S</i>	SPECIFIC DUTY NO. 2	RATING LETTER	<i>Supervision of ten (Mexican) agents.</i>	<i>P</i>	SPECIFIC DUTY NO. 3	RATING LETTER	<i>Maintenance of technical equipment.</i>	<i>S</i>	SPECIFIC DUTY NO. 4	RATING LETTER	<i>(Blank)</i>	<i>(Blank)</i>	SPECIFIC DUTY NO. 5	RATING LETTER	<i>(Blank)</i>	<i>(Blank)</i>	SPECIFIC DUTY NO. 6	RATING LETTER	<i>(Blank)</i>	<i>(Blank)</i>
SPECIFIC DUTY NO. 1	RATING LETTER																										
<i>Staff Agent responsible for KUBARK interests in supervision of a complex technical operation.</i>	<i>S</i>																										
SPECIFIC DUTY NO. 2	RATING LETTER																										
<i>Supervision of ten (Mexican) agents.</i>	<i>P</i>																										
SPECIFIC DUTY NO. 3	RATING LETTER																										
<i>Maintenance of technical equipment.</i>	<i>S</i>																										
SPECIFIC DUTY NO. 4	RATING LETTER																										
<i>(Blank)</i>	<i>(Blank)</i>																										
SPECIFIC DUTY NO. 5	RATING LETTER																										
<i>(Blank)</i>	<i>(Blank)</i>																										
SPECIFIC DUTY NO. 6	RATING LETTER																										
<i>(Blank)</i>	<i>(Blank)</i>																										
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b> <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p><i>27 FEB 1963</i></p>																											

**SECRET**

(When Filled In)

**SECTION C****NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject, outside case officer for the LIENVOY Project LP, performs his work promptly, eagerly and efficiently. He is conscientious and willing and is always ready to do his utmost in the interest of this Organization. He views his work to be interesting and valuable. Because he finds it thus, the technical operation of the Project has moved along smoothly and consistently.

As head of the technical end of the LIENVOY LP, Subject works solely with indigenous personnel. Therefore, he has constantly to be on guard to be tactful and considerate yet keep KUBARK's interests paramount. He has done this with success.

As a technician, Subject has done his work most efficiently. The valuable and great amount of equipment in his care has been serviced and guarded by him as though it were his own. This equipment could not be given better care.

Because of his experience in running an LP, Subject's value to KUBARK has greatly increased. It is recommended that he be promoted to GS-13.

**SECTION D****CERTIFICATION AND COMMENTS**

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

15 Feb 63

SIGNATURE OF EMPLOYEE

(George E. Flisko) U3

2.

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

BY SUPERVISOR

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

15 Feb 63

Ops Officer

/S/ George E. Flisko

3.

BY REVIEWING OFFICIAL

CREDENTIALS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

15 Feb 63

Chief of Station

/S/ Winston M. Scott

**SECRET**

VTR